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Business Works is a series of training and assessment resources developed for qualifications within the Business Services Training Package.





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| A close up of a logo  Description automatically generated | **Introduction** |
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The assessment tasks for *BSBSUS511 Develop workplace policies and procedures for sustainability* are outlined in the assessment plan below. These tasks have been designed to help you demonstrate the skills and knowledge that you have learnt during your course.

Please ensure that you read the instructions provided with these tasks carefully. You should also follow the advice provided in the *Business Works Student User Guide*. The Student User Guide provides important information for you relating to completing assessment successfully.

**Assessment for this unit**

*BSBSUS511 Develop workplace policies and procedures for sustainability* describes the skills and knowledge required to develop and implement workplace sustainability policies and to modify the policy to suit changed circumstances.

For you to be assessed as competent, you must successfully complete three assessment tasks:

* Assessment Task 1: Knowledge questions – You must answer all questions correctly.
* Assessment Task 2: Policy and Procedures Development Project – You must work through a range of activities and complete a project portfolio.
* Assessment Task 3: Sustainability Initiatives Implementation Project – You must work through a range of activities and complete a project portfolio.

| A close up of a logo  Description automatically generated | **Assessment Task 1: Knowledge questions** |
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**Information for students**

Knowledge questions are designed to help you demonstrate the knowledge which you have acquired during the learning phase of this unit. Ensure that you:

* review the advice to students regarding answering knowledge questions in the *Business Works Student User Guide*
* comply with the due date for assessment which your assessor will provide
* adhere with your RTO’s submission guidelines
* answer all questions completely and correctly
* submit work which is original and, where necessary, properly referenced
* submit a completed cover sheet with your work
* avoid sharing your answers with other students.

|  | **Assessment information**  Information about how you should complete this assessment can be found in Appendix A of the *Business Works Student User Guide*.Refer to the appendix for information on:   * where this task should be completed * the maximum time allowed for completing this assessment task * whether or not this task is open-book.   *Note*: You must complete and submit an assessment cover sheet with your work. A template is provided in Appendix C of the Student User Guide. However, if your RTO has provided you with an assessment cover sheet, please ensure that you use that. |
| --- | --- |

**Questions**

Provide answers to all of the questions below:

1. Outline the Kyoto Protocol and Australia’s obligations under the Protocol, as well as its current targets and the adequacy of these targets.
2. Outline the purpose and scope of the Asia-Pacific Partnership on Clean Development and Climate.
3. Outline the purpose and scope of the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act).
4. Outline the purpose and scope of the Environment Protection and Biodiversity Conservation (EPBC) Act Regulations.
5. Outline the purpose and scope of the National Greenhouse and Energy Reporting Scheme.
6. Outline the purpose and scope of the Australian Packaging Covenant voluntary code of practice.
7. Outline the purpose and scope of the Australian Ecolabel Program voluntary code of practice.
8. Identify one internal information source and one external information source that can be used to plan and develop a company’s sustainability policy. For each source, explain how it can be used to develop the sustainability policy.
9. Outline five key steps in a policy development process.
10. List four main components of a policy document.
11. Outline two policy development practices that may be used in response to resistance to the introduction of policies.
12. List three reasons why a company may choose to implement an environmental management system (EMS).
13. Outline five key components of an EMS.
14. Provide three examples of environmental sustainability indicators that a business can use.
15. Provide three examples of how a business can use lifecycle management procedures to assist with implementing sustainability practices.
16. List two barriers to introducing policies and procedures. For each barrier, identify two strategies that can be used to address them.
17. Provide two examples of how quality systems ISO and Australian Standards support corporate sustainability.

**Assessment Task 1: Checklist**

| Student’s name: | | | |
| --- | --- | --- | --- |
| Did the student provide a sufficient and clear answer that addresses the suggested answer for the following? | Completed successfully? | | Comments |
| Yes | No |  |
| Question 1 |  |  |  |
| Question 2 |  |  |  |
| Question 3 |  |  |  |
| Question 4 |  |  |  |
| Question 5 |  |  |  |
| Question 6 |  |  |  |
| Question 7 |  |  |  |
| Question 8 |  |  |  |
| Question 9 |  |  |  |
| Question 10 |  |  |  |
| Question 11 |  |  |  |
| Question 12 |  |  |  |
| Question 13 |  |  |  |
| Question 14 |  |  |  |
| Question 15 |  |  |  |
| Question 16 |  |  |  |
| Question 17 |  |  |  |

| Task outcome: | * Satisfactory | * Not satisfactory |
| --- | --- | --- |
| Assessor signature: |  | |
| Assessor name: |  | |
| Date: |  | |

| A close up of a logo  Description automatically generated | **Assessment Task 2: Policies and Procedures Development Project** |
| --- | --- |

**Information for students**

In this task, you are required to demonstrate your skills and knowledge by working through a number of activities and submitting a completed project portfolio (Part A only).

You will need access to:

* a business or simulated business which meets the requirements described in the activities below
* a meeting space or meeting technology
* your learning resources and other information for reference
* *Project Portfolio (Part A)* template
* *Simulation Pack* (if you need a case study).

Ensure that you:

* review the advice to students regarding responding to written tasks in the *Business Works Student User Guide*
* comply with the due date for assessment which your assessor will provide
* adhere with your RTO’s submission guidelines
* answer all questions completely and correctly
* submit work which is original and, where necessary, properly referenced
* submit a completed cover sheet with your work
* avoid sharing your answers with other students.

|  | **Assessment information** |
| --- | --- |
| Information about how you should complete this assessment can be found in Appendix A of the *Business Works Student User Guide*.Refer to the appendix for information on:   * where this task should be completed * how your assessment should be submitted.   *Note*: You must complete and submit an assessment cover sheet with your work. A template is provided in Appendix B of the Student User Guide. However, if your RTO has provided you with an assessment cover sheet, please ensure that you use that. |

**Activities**

Complete the following activities:

1. Carefully read the following:

| Atom | This project requires you to develop, implement and review at least two workplace sustainability policies and procedures for one area of sustainability within a business. You will do this by:   * consulting with relevant stakeholders * reviewing current policies and procedures * gathering information * following organisational policies and procedures * incorporating continuous improvement strategies * considering resource requirements * supporting implementation * tracking results * providing stakeholder feedback.   You will also integrate sustainability into your organisation’s wider policies and procedures.  *Selecting a business to work with* |
| --- | --- |
|  | Vocational education and training is all about gaining and developing practical skills that are industry relevant and that can help you to succeed in your chosen career. For this reason, we are giving you the choice to base this project on your own business, one you work in or a familiar with, or you can use the case study provided. This will mean that you are applying your knowledge and skills in a relevant, practical and meaningful way to your own situation! |
|  | If you choose to base your assessment on your own business or workplace, it is important that you are able to access enough information for your chosen business to be able to successfully complete each of the assessment tasks. As a minimum, this will include organisational policies and procedures related to organisational documentation, access to information sufficient to develop sustainability policies and access to stakeholders.  You will make a final decision about whether to work with the case study business or a real business in the next step. |
|  | *Completing your Project Portfolio*  You will be collecting evidence for this unit in a Project Portfolio. The steps you need to take to complete your Portfolio are described below.  *Communicating with others*  You will need to communicate with stakeholders to confirm their requirements and to seek their advice and feedback. Your communication may be directly with actual staff members from within your own business or workplace. Alternatively, your fellow students and/or your assessor can play the roles of the relevant people. This communication doesn’t have to be face-to-face. Where communication is face-to-face, it doesn’t mean that all parties must be in the same room – you can use video conferencing or any other appropriate format, as long as it meets the requirements outlined in this guide and in your Project Portfolio. |

1. Preparation

| Person eating | *Select a business to work with*  As you saw earlier, this unit requires you to develop sustainability policies and procedures for one area of a business. Some examples of the policies and procedures that you could prepare include:   * sustainable meetings * sustainable purchasing practices * sustainable workplaces * sustainable production * sustainability site plans.   Decide whether you would like to work with your own business or the case study business and follow the relevant instructions below. |
| --- | --- |
| Document | *For students working with their own business*  Check that you have access to the required policies, procedures, information and stakeholders that you will require. You should also decide on the area of the business that you will work with, the area of sustainability that you will focus on and the policies and procedures that you will prepare.  Complete Page 4 of your Project Portfolio by:   * describing the business * describing the area of sustainability that you will focus on * describing the two policies and procedures that you will develop.   Submit Page 4 to your assessor. Your assessor must approve your business and the policies and procedures before you proceed with assessment. |
| Document | *For students working with the case study business*  Take some time now to read through the Simulation Pack for this unit. You will need to select an area of Grow Consultants to work with. Choose areas that interest you. There are some ideas given below – or you might choose another topic altogether. It’s up to you. Keep in mind though that you will need to be able to easily access information for your policies and procedures.  Sustainability ideas:   * meetings * production processes * purchasing * travel * sustainable workplaces. |
|  | You will use your real names, backgrounds and communication preferences and styles during all role plays or simulated communication to ensure that the simulation is realistic.  You will also use information from real products and services to combine with information provided in the simulation pack and include in your presentations. |
|  | Complete Page 4 of your Project Portfolio by:   * describing the business * describing the area of sustainability that you will focus on * describing the policies and procedures that you will develop.   Submit Page 4 to your assessor. Your assessor must approve your planned presentations before you proceed with your assessment.  *Review all of your documents*  Before you begin your assessment, read through all of your assessment documents including this guide and your Project Portfolio. If you are working with the case study business, you should also read through all of the documents in the Simulation Pack.  If you are working with your own business or a business that you work in or are familiar with, make sure that you have access to all of the documents that you need and that you have familiarised yourself with them.  Make sure that you understand what you need to do and, if you have any questions, speak to your assessor or workplace supervisor. |

1. Develop a briefing report

| Person eating | In this first activity, you will develop a briefing report. You should conduct research relevant to your chosen area of sustainability which identifies the following:   * Relevant environmental and sustainability legislation, regulations and codes of practice. * Sources of information on sustainability, including incorporating sustainability into business planning and using it as an opportunity to identify new business initiatives. * Sustainability policies and procedures developed by other organisations. * Life cycle mapping processes.   Here are two websites to get you started:  <https://www.environment.gov.au/biodiversity/legislation>  <https://www.sustainability.vic.gov.au/recycling-and-reducing-waste/in-a-business-2>  (If you are not in Victoria you should check your state or territory’s stationarity/ environment website for information).  Using your research and analysis, develop a briefing report which you will use later in this assessment. Your briefing report should address the following:   * Introduction, including current organisational practices. * Key sustainability facts and figures and the benefits to businesses of implementing sustainable initiatives. * How sustainability can be built into business planning and can inform business opportunities to reflect the organisation’s commitment to sustainability. * Legal requirements in relation to workplace sustainability relevant to Grow Management Consultants, as well as any relevant regulations and codes of practices. * Details of three sustainability policies and procedures researched and inclusions within the policy and procedures. * An overview of life cycle mapping, including life style stages, life cycle map, life cycle matrix. * Identification of the most effective strategies to reduce environmental impact relevant to your chosen sustainability area. Provide an example to illustrate this concept. Attach your example to your report as appendices; you should complete the life cycle map and life cycle matrix and mitigating strategies. Example actions should be included as below. * Example sustainability actions to inform the sustainability action plan for the next 12 months. You should identify at least five ideas initially, including identifying priority actions and longer-term actions. * Recommendations on suitable performance indicators that can be used to measure environmental performance once the policies and procedures are implemented. * Options for strategies that could be implemented to ensure that resource efficiency within the business is continually reviewed and improved. * Proposed scope of the policies, including a list of headings to be included and a brief description of each heading. * Recommendations for policy options including discussion on likely effectiveness, timeframes and any costs.   Work into Section 1 of your Portfolio. |
| --- | --- |
|  |
| Document | Make sure you have answered all questions in each copy of Section 1 of your Portfolio. Submit to your assessor for review.  You are also required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in each copy of *Section 1* of the *Project Portfolio* and make sure you attach these upon submission. |

1. Meet with your stakeholders

| Chat | Now that you have developed a briefing report, you should consult with at least two stakeholders to gather their advice and feedback. At the meeting, the stakeholders will provide input into the development of the policy and procedures through their comments and ideas. Encourage their participation.  During the meeting, demonstrate effective communication skills including:   * speaking clearly and concisely * using non-verbal communication to assist with understanding * asking questions to identify required information * responding to questions as required * using active listening techniques to confirm understanding.   Following the meeting, summarise the stakeholder feedback and finalise the scope of the sustainability policies and procedures including:   * required outcomes * KPIs * methods of implementation.   Work into Section 2 of your Portfolio. |
| --- | --- |
|  | This meeting may take place with actual people who work for/who are associated with your chosen business. Alternatively, classmates or your assessor may play the role of one or more stakeholders. If in the classroom setting, you will all take turns within your group to share your individually developed briefing reports and to gather feedback and input. Your discussions should take at least 20 minutes each.  This can either be viewed in person by your assessor or you may like to video/audio record the session for your assessor to watch or listen to later. Your assessor can provide you with more details at this step. If this session is not viewed in person by your assessor, you will attach proof of the meeting to Section 2 of your Project Portfolio. |
| Document | Make sure you have answered all questions in each copy of Section 2 of your Portfolio. Submit to your assessor for review.  You are also required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in each copy of *Section 2* of the *Project Portfolio* and make sure you attach these upon submission. |

1. Developing the sustainability policies and procedures

| Person eating | Develop the policies and procedures based on your briefing report and stakeholder feedback.  Ensure that your policies and procedures include a statement about the organisation’s commitment to sustainability, as well as how sustainability initiatives will be incorporated into business planning and will also serve as business opportunities.  Work into Section 3 of your Portfolio (note that two copies of Section 3 have been provided). |
| --- | --- |
| Document | Make sure you have answered all questions in each copy of Section 3 of your Portfolio. Submit to your assessor for review.  You are also required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in each copy of *Section 3* of the *Project Portfolio* and make sure you attach these upon submission. |

1. Developing an action plan

| Person eating | The next part of the assessment task requires you to develop an action plan to implement one of the policies and procedures which you developed earlier.  Your action plan should include:   * The resources required for implementation of the policy (human, financial, material) * A list of sources of resources required * A priority list for implementation * Individual responsibilities * Strategies for continuous improvement * Strategies for tracking and monitoring the success of the policy * Strategies for supporting implementation * Strategies for reviewing implementation (How will outcomes be documented? How will feedback be provided? How will trends be identified and recorded?)   An important part of your action plan should be a strategy for communicating with stakeholders to generate engagement with sustainability initiatives. As part of this, seek and incorporate feedback on your action plan from one of the stakeholders who you consulted in Activity 4. (If you are working on the Case Study business, seek feedback from your Assessor.)  Work into Section 4 of your Portfolio. |
| --- | --- |
| Document | Make sure you have answered all questions in each copy of Section 4 of your Portfolio. Submit to your assessor for review.  You are also required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in each copy of *Section 4* of the *Project Portfolio* and make sure you attach these upon submission. |

**Assessment Task 2: Checklist**

| Student’s name: | | | | | |
| --- | --- | --- | --- | --- | --- |
| Did the student: | | Completed successfully? | | | Comments |
| Yes | No | |  |
| Develop and review at least two workplace sustainability policies and procedures for one area of sustainability within a business or organisation? | |  |  | |  |
| Consult and communicate with relevant stakeholders regarding the development, implementation and continuous improvement of sustainability policy? | |  |  | |  |
| Demonstrate effective communication skills including:   * speaking clearly and concisely * using non-verbal communication to assist with understanding * asking questions to identify required information * responding to questions as required * using active listening techniques to confirm understanding? | |  |  | |  |
| Develop workplace sustainability policies and procedures by:   * defining the scope * defining the objectives * gathering and analysing relevant information * consulting with stakeholders * working according to organisational processes * embedding implementation processes * embedding continuous improvement processes? | |  |  | |  |
| Task outcome: | * Satisfactory | | | * Not satisfactory | |
| Assessor signature: |  | | | | |
| Assessor name: |  | | | | |
| Date: |  | | | | |

| A close up of a logo  Description automatically generated | **Assessment Task 3: Sustainability Initiatives Implementation Project** |
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**Information for students**

In this task, you are required to demonstrate your skills and knowledge by working through a number of activities and submitting a completed project portfolio (Part B).

You will need access to:

* the business or simulated business that you worked with in Assessment Task 2
* your learning resources and other information for reference
* *Project Portfolio* template (Part B)
* *Simulation Pack* (if you need the case study).

Ensure that you:

* review the advice to students regarding responding to written tasks in the *Business Works Student User Guide*
* comply with the due date for assessment which your assessor will provide
* adhere with your RTO’s submission guidelines
* answer all questions completely and correctly
* submit work which is original and, where necessary, properly referenced
* submit a completed cover sheet with your work
* avoid sharing your answers with other students.

|  | **Assessment information** |
| --- | --- |
| Information about how you should complete this assessment can be found in Appendix A of the *Business Works Student User Guide*.Refer to the appendix for information on:   * where this task should be completed * how your assessment should be submitted.   *Note*: You must complete and submit an assessment cover sheet with your work. A template is provided in Appendix B of the Student User Guide. However, if your RTO has provided you with an assessment cover sheet, please ensure that you use that. |

| **IMPORTANT INFORMATION FOR STUDENTS**  You have two options for this section of your assessment – Option 1 is for students who are working from the case study business. Option 2 is for students who are working from their own business. |
| --- |
| Important: You should only complete **ONE** of the following options. If you are unsure which option you should complete, speak to your assessor. |

**Activities – Option 1 (Grow Consultants)**

Option 1 is for students who worked from the Grow Consultants case study in Assessment Task 2. If you completed Assessment Task 2 using your own business, skip straight to Option 2. If you are unsure, speak to your assessor. **DO NOT COMPLETE BOTH OPTIONS**.

Complete the following activities:

1. Undertake an inspection of your RTO facility

| Person eating | Assume that, following acceptance of your sustainability policy and procedures, you have been asked to implement strategies identified in your action plan for the continuous improvement of resource efficiency. This is to include an inspection of the workplace to identify environmental sustainability and resource usage issues and to identify and report on possible solutions.  You will therefore undertake an inspection of the RTO facility using the environmental sustainability and resource Usage Record Template provided in Section 5 of your Project Portfolio (Part B).  Record at least three actual or potential environmental sustainability and resource usage issues that you find.  Your assessor will advise you of the date and time of the inspection and will observe you conducting the inspection. |
| --- | --- |
| Document | Make sure you have answered all questions in Section 5 of your Portfolio (Part B). Submit to your assessor for review.  You are also required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in *Section 5* of the *Project Portfolio* (Part B) and make sure you attach these upon submission. |

1. Develop a memo for staff about best practice sustainability procedures

| Person eating | Assume that you wish to commence implementing a further initiative from the action plan, which is to provide regular communications to staff about sustainability practices.  Based on one of the issues identified in your environmental sustainability and resource usage record, develop a short memo to send to staff about best practice sustainability procedures. For example, if you have identified that water usage is high, you could write about tips to reduce water usage. The memo you develop must be written in plain English and in user-friendly language and be designed to promote engagement in sustainability initiatives.  The memo should be no more than one page and include images such as photos or graphs to assist with understanding and engagement.  Work into Section 6 of your Portfolio (Part B). |
| --- | --- |
| Document | Make sure you have answered all questions in Section 6 of your Portfolio (Part B). Submit to your assessor for review.  You are also required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in each copy of Section 6 of the Project Portfolio and make sure you attach these upon submission. |

1. Develop a sustainability register

| Person eating | You are required to develop a register for recording and tracking all continuous improvements in resource efficiency.  The register should be able to include, as a minimum, the ability to record the reported opportunity, action to be taken, responsibility, timelines and outcome. |
| --- | --- |
| Work into Section 7 of your Portfolio (Part B). |
| Document | Make sure you have answered all questions in Section 7 of your Portfolio. Submit to your assessor for review.  You are also required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in each copy of *Section 7* of the *Project Portfolio* and make sure you attach these upon submission. |

1. Develop a sustainability implementation report

| Atom | Assume that the sustainability policy and procedure you developed has been implemented, as well as findings from regular sustainability inspections. Sustainability initiatives implemented include:   * Energy audit and all recommendations implemented including signage about energy use (e.g. switch off lights at night, turn down brightness, turn off taps) * Recycling policy introduced, and three more recycling bins introduced. * Green purchasing policy developed (on staff intranet, email sent to staff to advise). * Green transport policy developed and implemented (on staff intranet, email sent to staff to advise).   Assume also the following sustainability targets:   * Reduce electricity consumption by 20% within six months. * Promote awareness of sustainability initiatives amongst all staff members   A staff survey has been undertaken (see the Simulation Pack for results), as well as an energy audit.  The results of the energy audit are as follows:  Actions implemented:   * replace halogen downlights with energy efficient downlights and transformers * connect to natural gas, converting to an energy source with one-third of the greenhouse gas emissions of electricity from coal * replace electric storage hot water heater with instant solar hot water * replace air conditioner with a more efficient inverter unit.   Prior to energy audit:   * Annual energy bill: $2,415 a year * Annual greenhouse emissions: 18 tonnes a year   Six months later:   * Annual energy bill: $1,800 a year * Annual greenhouse emissions: 10.2 tonnes a year   One year later:   * Annual energy bill: $2,215 a year * Annual greenhouse emissions: 14 tonnes a year   Note: Four new staff members employed may account for increase. Energy targets were not adjusted to account for the new staff. |
| --- | --- |
| Person eating | You are required to review the results of the staff survey and the energy statistics provided and develop a report.  Assume, just before you develop your report, that you are told the energy provider has increased its prices to $0.32pkH. You gather recent energy usage data to estimate the next three months of energy usage. The figures you work out are as follows:   |  | Units per day | Cost per kWH | | --- | --- | --- | | Month 1 (31 days): | 35.3kWH | $0.32 | | Month 2 (31 days): | 32.8kWH | $0.32 | | Month 3: (30 days): | 33.4kWH | $0.32 |   Based on your review, develop a report that:   * Analyses the staff survey results and achievements against targets * Analyses energy audit data and achievements against targets. * Calculates the estimated energy usage over the next three months and how much the organisation will be paying for electricity. * Recommends additional actions that need to be taken based on the data above. This should include researching energy providers and identifying who can provide the organisation with a better deal. (If you are in Victoria, you can use <https://compare.energy.vic.gov.au/> otherwise for all other state and territories you can use <http://www.energymadeeasy.gov.au/>.) * Summarises the success of the sustainability policy and procedures based on the analysis. * Identifies updates to sustainability policy and procedures to account for recommended improvements. |
|  | Work into Section 8 of your Portfolio (Part B). |
| Document | Make sure you have answered all questions in Section 8 of your Portfolio. Submit to your assessor for review. |

**Assessment Task 3: Checklist (Option 1)**

| Student’s name: | | | | | |
| --- | --- | --- | --- | --- | --- |
| Did the student: | | Completed successfully? | | | Comments |
| Yes | No | |  |
| Implement workplace policy for one area of sustainability within a business or organisation? | |  |  | |  |
| Consult and communicate with relevant stakeholders regarding the implementation and improvement of sustainability policy? | |  |  | |  |
| Provide support for the implementation of a sustainability policy or initiative? | |  |  | |  |
| Utilise a recording system to track continuous improvement, identify trends and outcomes? | |  |  | |  |
| Document implementation outcomes? | |  |  | |  |
| Provide implementation support? | |  |  | |  |
| Review implementation by:   * responding to trends * using numeracy skills to calculate energy usage and costs over time to determine the need for new provider * applying continuous improvement principles * modifying policy and procedures as required * tracking results? | |  |  | |  |
| Task outcome: | * Satisfactory | | | * Not satisfactory | |
| Assessor signature: |  | | | | |
| Assessor name: |  | | | | |
| Date: |  | | | | |

**Activities – Option 2 (Your own business)**

Option 2 is for students who worked from their own business in Assessment Task 2. If you completed Assessment Task 2 using the case study business, DO NOT COMPLETE OPTION 2. You should only complete Option 1. If you are unsure, speak to your assessor. **DO NOT COMPLETE BOTH OPTIONS**.

Complete the following activities:

1. Implement your action plan

| Person eating | Now that you have developed policies, procedures and an action plan, it is time to implement. Put the action plan that you developed in Assessment Task 2 in place and monitor the results for enough time to track results. Report on the following by completing Section 5 of your Project Portfolio:   * Were the resources that you identified and sourced adequate to implement the sustainability initiative/policy? * What support did you provide to implement the policy? * How did you track and record sustainability improvements? * How are energy usage and costs tracking? Can costs improve? * How did you provide feedback to stakeholders? * How did you document outcomes? * What trends did you identify? * What changes did you make to the policy as a result of the implementation? * What were the sustainability gains as a result of implementation? |
| --- | --- |
| Document | Make sure you have answered all questions in Section 5 of your Portfolio (Part B). Submit to your assessor for review.  You are also required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in *Section 5* of the *Project Portfolio* (Part B) and make sure you attach these upon submission. |
|  |  |

**Assessment Task 3: Checklist (Option 2)**

| Student’s name: | | | | | |
| --- | --- | --- | --- | --- | --- |
| Did the student: | | Completed successfully? | | | Comments |
| Yes | No | |  |
| Implement workplace policy for one area of sustainability within a business or organisation? | |  |  | |  |
| Consult and communicate with relevant stakeholders regarding the implementation and improvement of sustainability policy? | |  |  | |  |
| Provide support for the implementation of a sustainability policy or initiative? | |  |  | |  |
| Utilise a recording system to track continuous improvement, identify trends and outcomes? | |  |  | |  |
| Document implementation outcomes? | |  |  | |  |
| Provide implementation support? | |  |  | |  |
| Review implementation by:   * responding to trends * using numeracy skills to calculate energy usage and costs over time to determine the need for new provider * applying continuous improvement principles * modifying policy and procedures as required * tracking results? | |  |  | |  |
| Task outcome: | * Satisfactory | | | * Not satisfactory | |
| Assessor signature: |  | | | | |
| Assessor name: |  | | | | |
| Date: |  | | | | |

| A close up of a logo  Description automatically generated | **Final results record** |
| --- | --- |

| Student name: |  |
| --- | --- |
| Assessor name: |  |
| Date: |  |

**Final assessment results**

| Task | Type | Result | | |
| --- | --- | --- | --- | --- |
| Satisfactory | Unsatisfactory | Did not submit |
| Assessment Task 1 | Knowledge questions | S | U | DNS |
| Assessment Task 2 | Project – Policy development | S | U | DNS |
| Assessment Task 3 | Project – Policy implementation and review | S | U | DNS |
| Overall unit results |  | C | NYC |  |

**Feedback**

* My performance in this unit has been discussed and explained to me.
* I would like to appeal this assessment decision.

Student signature: Date:

* I hereby certify that this student has been assessed by me and that the assessment has been carried out according to the required assessment procedures.

Assessor signature: Date: